

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

FINANCE DIRECTOR

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|---------------------|---------------|------------------------|-----------------------|
| Department: | Finance | Sub-Department: | None |
| Reports To: | City Manager | Backed Up By: | Accounting Supervisor |
| Supervises: | Finance Staff | Backs Up: | Accounting Supervisor |
| Pay Range: | 25 | Classification: | Full-Time |
| FLSA Status: | Exempt | Updated: | 07/10, 02/13 |

GENERAL FUNCTIONS

Responsible for control and administration of the City's funds and assets including but not limited to the general ledger, enterprise funds, accounts receivable, accounts payable, payroll, cash management, fixed assets, grants accounting and special assessments. Directs the preparation of financial reports. Prepares, presents and interprets financial planning and budgeting activities of the City. Performs investment analyses and makes investment recommendations. Serves as Municipal Treasurer in accordance with State and City statutes and code provisions.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Acts as the chief advisor to the City Manager with respect to the financial affairs of the City. Attends City Council meetings as required. Prepares quarterly financial reports to City Council. Presents and interprets financial statements and other financial reports.
2. Conducts financial analysis/studies including analysis of investments and leases to determine cost/effectiveness and/or profitability to the City. Includes utility rate studies, improvement district cost analysis, assessment studies, etc.
3. Evaluates cost effectiveness and financial fund compliance of programs, grants, contracts by comparing anticipated results or proposals with actual results.
4. Prepares annual operating and capital budget for the City. Performs short and long range financial planning, submits assumptions and plans to City Manager for review. Conducts financial studies involving capital expenditure budgeting and forecasting, revenue and cash budgeting and forecasting.
5. Recommends investment policies to City Council through the City Manager. Performs investment analysis, consistent with City policies. Determines proper timing and types of investment of City funds. Negotiates with banks for time deposits, overnight C.D.'s, treasury bills, etc. Prepares 12 month cash flow projections for the City Manager, as required.
6. Maintains contact with various governmental and regulatory agencies and prepares explanation for tax requirements.
7. Provides for a program of cash management, credit and collections and insurance to protect the assets of the City.

8. Reviews, updates, and maintains all financial and accounting policies and procedures; provides for a policy and procedures manual for the Finance Department. Examines and reviews accounting and financial records to assure that financial operations are conducted within established guidelines and regulations.
9. Insures compliance with fiscal reporting and other requirements of regulatory agencies, prepares or supervises the preparation of various fiscal reports to regulatory and other agencies. Coordinates annual audit with external auditors, functions as liaison between City and external auditors. Provides for an internal audit program.
10. Selects, trains and motivates a competent Finance Department staff, initiates and authorizes changes of status and performs personnel management responsibilities in accordance with City policy.
11. Provides financial, administrative, support to City Departments.
12. Manages City liability insurance coverage and claims and acts as City's Risk Manager.
13. Develops and administers the Finance Department and City Hall complex budgets.
14. Performs all other duties as requested by the City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the principles, concepts, theories, laws, and practices of current governmental accounting. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public; to conduct necessary research and compile comprehensive reports; to plan, formulate, and execute policies and programs; to apply administrative concepts and practices to a variety of discrete functions; and to analyze and solve complex organizational and administrative problems. Considerable knowledge of internal control procedures and management information systems, of various software programs and their applications, of comprehensive, integrated financial management information systems, of public finance and fiscal planning, and of payroll and accounts payable functions. Working knowledge of budgeting, accounting, and reporting systems. Knowledge of the principles and practices of employment supervision.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a master's degree in accounting and currently be a licensed CPA. Ten years experience in fund accounting and financial work, with a minimum of 5 years of professional government experience including general funds, enterprise funds and special assessment districts, as well as, have at least five years experience in a supervisory capacity. Must be bondable.

DECISION MAKING RESPONSIBILITIES/AUTHORITY

Exercises independent judgment in financial analysis, study, development and review of accounting and financial policies, procedures and practices. Frequent exercise of independent judgment is required in the management of City funds and assets. Substantial loss could occur through errors in accounting, financial analysis, and investment decisions. City-wide budget preparation and control responsibilities. Maintains accountability for City assets.

SUPERVISORY AUTHORITY

Responsible for training, motivation and personnel management of Finance Department.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with key city officials, directors, other municipal managers and government agencies. High frequency of attendance at Council meetings. Moderate frequency of contact with the general public and key service personnel.

WORKING CONDITIONS

Office environment. Attendance at evening council meetings and other commission/committee meetings as necessary, and some travel as required. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disability to perform the major activities.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

City Manager Signature

Date

Personnel Director Signature

Date